



You can complete this form electronically. Alternatively you can print the blank form and complete by hand. **Please return to:**

 enquiries@sefe-energy.com

 0845 230 0022

 SEFE Energy, 5th Floor, 8 First Street, Manchester M15 4RP

1. Contact Group ID / Site Reference Number

2. Contact details

Site contact name

Site contact telephone

Site contact email

3. Billing preferences

Individual VAT invoices by post

or consolidated invoices¹ by email and post

Email address (if required)

Would you like a monthly billing summary² in addition to the above?

4. Billing address (if different to site address)

Company name

Address line 1

Address line 2

Address line 3

Town

County

Postcode

5. VAT & CCL

If the above site is eligible for VAT or Climate Change Levy reduction or exemption please complete a copy of our [VAT Declaration form](#) or [Climate Change Levy Exemption form](#) so we can apply the reduction/exemption to your account. If you have any trouble downloading these forms please get in touch with our Customer Service team using the contact details above.

1 A consolidated invoice is a single bill for all invoices produced for one customer over a certain period of time.

2 A billing summary is an Excel spread sheet showing a detailed breakdown of invoices in a group account. It includes gas charges, site addresses and meter readings and can be used for reconciling against payments or matching to consolidated invoices.